



T E X A S
Alliance for Life

**Administrative Assistant
Job Description
August 2016**

Texas Alliance for Life (TAL) is a statewide nonpartisan, nonsectarian, nonprofit pro-life organization based in Austin. TAL is committed to protecting innocent human life from conception through natural death using peaceful, legal means. Applicant must passionately share these views.

The purpose of this position is to manage administrative, bookkeeping, and database functions of the office; oversee volunteers; and outreach to church and other communities. **Position is full time, including some evenings and weekends.** Flextime may be an option. Compensation based on qualifications and includes health insurance benefits.

Responsibilities including but are not limited to:

- ◆ Bookkeeping.
- ◆ Office management.
- ◆ Database management.
- ◆ Recruiting, training, and managing volunteers.
- ◆ Presentations to individuals and small groups.

Qualifications/Experience:

- ◆ Passionately pro-life.
- ◆ Bachelor's degree or equivalent.
- ◆ Commitment to the highest level of ethical standards.
- ◆ Experience successfully managing office functions.
- ◆ Strong attention to detail.
- ◆ Proficiency using Quickbooks, Word, and Excel.
- ◆ Experience with database software.
- ◆ Demonstrated skill in English grammar, spelling, usage, and proofreading.
- ◆ Experience working with the public and volunteers.
- ◆ Public speaking to small groups.
- ◆ Experience in managing projects and working effectively under deadlines.
- ◆ Skill in working both independently as a self-starter and as an effective team member.
- ◆ Understanding of political and Texas legislative process is helpful.
- ◆ Proficiency in Spanish is a plus.

Please email a cover letter and resume to info@texasallianceforlife.org.